

Office of Management and Administration Employee Newsletter

Message to Office of Management and Administration Employees



I'm delighted to be in place at last and to be working with such fine staff doing such important work. On May 31, 2001, shortly after I was sworn in as the Department's Chief Financial Officer (CFO), Secretary Abraham asked me to serve concurrently as Acting Director of the Office of Management and Administration. Both MA and the CFO have very important work over the coming months, including preparation of budgets, addressing the Department's human capital needs, continuing to modernize and improve procurement systems, and helping the Secretary implement his planned management initiatives. I look forward to working with you on these challenges. Continued close cooperation between MA and the CFO is clearly going to be necessary during this period, and I am holding joint meetings of the leaders of the two organizations to maintain open communications.

Richard Hopf has done a great job in managing MA through the transition between administrations, and I will be relying on his advice over the coming weeks. As discussed in another article on this page, we will be continuing the plans for an MA employee recognition event, and I hope you will be able to attend the celebration.

Dr. Bruce M. Carnes,
Acting Director

"I'm delighted to be in place at last and to be working with such fine staff doing such important work."

—Dr. Bruce Carnes

MA Recognition Celebration and Ice Cream Social

MA employees will gather for a recognition celebration and ice cream social on June 20 at 2:30 p.m. in the Forrestal Cafeteria. The program will include remarks by the Acting Director, Dr. Bruce Carnes and others, but most of the time has been set aside for an ice cream social. All MA employees are encouraged to attend.

Some accomplishments we are celebrating include:

- Procurement support for the "Nuclear Cities" Initiative Program,
- Support for the Secretary and the incoming management team during transition
- The new Leadership Transition Program,
- Completion of the 2001 Employee survey, and
- The 2001 DOE Pollution Prevention Award.
- DOE receipt of the White House "Closing the Circle" Award,





MA-2 Gets Recognition Times 2—2001 White House “Closing the Circle” Award and DOE Headquarters 2001 Pollution Prevention Award

Congratulations to the Office of Administration !!

The Assets Management and Support Services Group (MA-212, Office of Operations), was notified on April 20, 2001 that it was nominated as a winner in the 2001 White House “Closing the Circle” Award. The organization won for its ‘Carpet Purchasing and Recycling Initiative’ under the Affirmative Procurement category. The nomination was also chosen by a panel of judges as the national winner in the 2001 DOE Pollution Prevention Awards Program.

By utilizing recycled content carpets, we have reduced the need for virgin vinyl and significantly reduced the amount of virgin nylon, a petroleum based product used in carpet manufacturing. The primary purpose of carpet recycling is to remove carpet waste from landfills and save on oil-based products. Additionally, in the manufacturing process of these carpets, less water and energy use is required.

This turn-key, five year contractual agreement was negotiated below the General Services Administration’s discount pricing for carpet and related services. It is believed to be the first of its kind for any Federal Agency.

The award ceremony was held on June 12, 2001 at the Old Executive Office Building. Linda G. Sye, Terry Butler, and Amos Street, Jr. accepted the award. We are very proud to have won this recognition and to be making a significant contribution to the environment.

This Year’s Savings Bond Theme is “*Making Dreams a Reality*”

The Department of Energy’s 2001 U. S. Savings Bond Campaign, which will be running from June 15—July 15, 2001, will offer employees the opportunity to buy U. S. Savings Bonds through payroll deduction.

Many employees from the Office of Management and Administration are currently enrolled in the Savings Bond program. With your support we will increase that number and help the Department achieve a larger number of Savings Bond participants than ever before.

This year Shirley Campbell of the Office of Business Management will serve as the overall MA coordinator. If you have questions or need more Information, Shirley can be reached at 6-4632 or you can visit the Savings Bond website at <http://www.savingsbonds.gov> .

MA’s 2001 Savings Bond Campaign Representatives:

MA-1 Shirley Campbell
MA-2 Kelle Thompson
MA-3 Theresa Heinicke

MA-4 Lynette Bandy
MA-5 David Leotta
MA-6 Shirley Campbell

MA-7 Karen Deitrick
MA-8 Juanita Doggett
MA-10 Marilyn Dillon



New Leadership Transition Program Launched

In March 2001, the Office of Training and Human Resources Development announced a new and innovative leadership program entitled "Leadership Transition Program" (LTP) for GS-11 to GS-13 Headquarters employees interested in transitioning to leadership positions in the near future.

The design and development of this program is uniquely structured to address the critical leadership needs of the Department using the Office of Personnel Management's leadership competencies and overarching Executive Core Qualifications.

The purpose of this 1-year part-time program is to provide managers with a succession planning tool to address the depletion of leadership skills and institutional knowledge in the Department. The program is also designed to develop and prepare a diverse representative workforce for future leadership positions.

The LTP is being implemented by the Office of Training and Human Resources Development and managed by Phyllis Byrd (MA-6) for all MA employees. MA has selected 10

employees to participate in the LTP. They are: Jacqueline R. Battle, Patrick Behm, Gwendolyn E. Brown, Lucia K. Chestnut, Ellsworth E. Howell, Joellen M. Jarrett, Aili Angela Ong, Peggy A. Robinson, Linda S. Sapp, and Michael C. Watkins.

Participants will be involved in training and developmental experiences during the year long program. The LTP includes: formalized training sessions, executive interviewing, shadowing, mentoring, developmental rotations, management readings, quarterly meetings, a team project, and Energy Online Center courses.

The program began with a 3-day Orientation session on May 30 and will conclude on May 31, 2002, with a formal graduation ceremony.

If you have questions or would like additional information on the LTP, you may contact Phyllis Byrd at 202-287-1611.

Congratulations to all MA LTP participants!



Pictured (l-r) are the MA **LTP** participants Ellsworth Howell (MA-2); Michael "Mike" Watkins (MA-2); Gwendolyn Brown (MA-3); Lucia Chestnut (MA-2); Angela Ong (MA-2); Joellen Jarrett (MA-3); Jacqueline Battle (MA-3); Linda Sapp (MA-5); Peggy Robinson (MA-2); and Patrick "Pat" Behm (MA-2).

Human Resources Forum

The annual DOE Human Resources Forum was held May 22 - 24, 2001 in New Orleans, Louisiana. As with previous forums, the underlying focus was to improve the service provided by the human resources management community to the Department's executives, managers and supervisors, as well as the workforce in general. The theme of this year's Forum was **Human Capital Management**.

Human capital, the most essential of all organizational resources, was covered from a variety of different perspectives by representatives from both Federal and private sector organizations.

Highlights of the topics covered included:

- Human capital and organizational alignment;

- Creating a results-oriented culture;
- Becoming an employer of choice;
- Leadership continuity and succession planning; and
- Acquiring and developing staff.

Forum participants examined strategies for attracting, developing, retaining, and rewarding staff to accomplish our agency's mission, to enhance productivity, and to respond to our changing needs. Both human resource managers and line managers attended.

Secretary Abraham has endorsed a Human Capital Summit to be held in July 2001 for senior DOE leaders to develop strategic plans for addressing these issues.



Joint Recruitment Working Group

Recruiting talented professionals at all levels into the Department of Energy is one of the agency's top priorities. During the week of April 20, 2001, the Office of Corporate Human Resource

Initiatives, led a first ever joint recruitment meeting involving DOE Field Offices, Headquarters, and four of the Department's National Laboratories. The meeting brought to light the many recruitment challenges shared among various parts of the DOE family, and the participants agreed to develop a collaborative approach to working on recruitment issues, now and in the future. A variety of communication tools to discuss corporate recruitment efforts are under development, so look for further information on the progress of this initiative in upcoming issues.

"Recruiting talented professionals at all levels into DOE is one of the agency's top priorities."



Paperclips, Etc. —

New Contractor to Operate Supply Stores

Winston-Salem Industries for the Blind, Inc. (NIB) has begun operation of the three self-service stores for Headquarters. The new contractor is "Paperclips, Etc.," the office supply retail business of the Winston-Salem Industries for the Blind. DOE is NIB's largest venture into a civilian agency. Their experience and buying power will benefit the Department while providing an opportunity for individuals with disabilities to become productive members of the workforce.



Paperclips, Etc. began operation of the three Headquarters self-service supply stores on March 26, 2001. Customers may visit the stores at these locations or get the store information on our web page at <https://www.administration.hr.doe.gov/SupplyStores.htm>.

The stores provide an office supply/product inventory that is tailored to meet the DOE customers' requirements. Office supply items that are not carried in the store inventory can be special ordered.



An official ribbon cutting ceremony for Paperclips, Etc. was held on May 10, 2001, at the Forrestal Self-Service Supply Store.

DOE Self-Service Supply Stores

Hours of Operation
9:00 a.m.—4:00 pm
Monday thru Friday

Store Locations

Forrestal—Room GA-171
Germantown—Room R-008
Corporate 270—Room 1105

Our Customers Say...

- Linda Nelson (MA-2) "It is with great pleasure that I take this opportunity to commend the actions of a member of your organization. On May 30, Ms. Linda Nelson provided valuable assistance during an unusual situation that occurred at our office. An IRS employee from California was attending training and while on break, suffered a severe diabetic attack. The attack caused him to become disoriented and incoherent. The employee had entered our office and was very near to expiration when Ms. Nelson calmly administered the vital assistance necessary to bring the employee to a point of recovery. Although this is a unique demonstration of Ms. Nelson's competence, many of our office personnel have made mention of her diligent performance of her assigned duties and her willingness and ability to provide excellent customer service." (Craig Ashline, June 2001)

- Sam Baughman, Jack Severn, Gloria Hill, Frank Porcheddu, and Dan Innamorato (MA-2) "In a recent edition of 'Quality Moments' two of my colleagues took the opportunity to recognize employees of the Print Media and Mail Services Group. I would also like to add my thanks to Gerald Washington and Warren Thompson who have never missed an opportunity to provide me with outstanding customer service! In addition, I would also like to commend Sam, Jack, Gloria,

Frank and Dan for their absolutely stellar customer service to the Washington Area Training and Employee Development Center, Germantown location. The customer service, creativity, attention to detail, and quality of work provided by these individuals has been sustained over a long period of time. They have never let us down!! They all have our vote for 'employee of the month'". (Dottie VanSteinburg, April 2001)

- Sam James (MA-2) "I've known Sam since I worked for Deputy Secretary Curtis. Sam has been unfailingly helpful, courteous, professional and a joy to work with. Not only does he get his job done well, but he also makes the Department look good". (Mike Telson, May 2001)



"They all have our vote for Employee of the Month."

Thrift Savings Plan (TSP) Open Season— May 15--July 31, 2001



The TSP open season is your

chance to start or change the amount of your contributions to your TSP account.

The TSP is a voluntary retirement savings plan for Federal employees

You may make your contribution allocation or interfund transfer at any time using:

- The TSP website (www.tsp.gov)
- or
- The ThriftLine (504-255-8777)

For MA Headquarters personnel, if you have questions or need additional information, you may contact Jacob Wickert III at 202-586-0762.